

# LEARNERSHIPS QUALIFICATION



General Education and Training Certificate:  
**BUSINESS PRACTICE**  
Level 1

**SAQA ID: 61755**

**DURATION**  
12 MONTHS

**B-BBEE POINTS CLAIMABLE  
FOR ALL LEARNERSHIPS**

**TAX CONCESSIONS APPLY BETWEEN  
R80 000 - R120 000  
PER CANDIDATE**

**BOOK YOUR SEAT**

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## **BUSINESS PRACTICE**

Level 1

### **Course Purpose**

Business Practice programme is for organisations wanting to improve the skills and workplace performance of entry-level staff (NQF1). It provides foundational skills in literacy, numeracy, communication, computer. This qualification enables learners to communicate and work with figures in a business environment, while the core component offers empowerment in areas of technology, life orientation human and social sciences, economics, and management, as well as cognition theory and practice. It provides grounding in the key business essentials, while offering a range of elective choices which assist in preparing learners for the world of work.

### **The certificate will enable qualifying candidates to:**

- Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities.
- Identify, analyse and select business opportunities.
- Demonstrate an understanding of basic accounting practices.
- Plan to manage one's time.
- Understand the impact of customer service on a business.
- Communicate and articulate more effectively within the organisation.
- Identify and discuss different types of business and their legal implications.
- Managing files in a Graphical User Interface (GUI) environment.
- Use generic functions in a Graphical User Interface (GUI)-environment.
- Demonstrate an understanding of a general business plan and adapt it to a selected business idea.

### **Who should study Business Practice Level 1?**

Business Practice is for utilisation by all members of the population. Anyone preparing to become employed, or self-employed, in any business whatsoever would be the persons most likely to be attracted to this qualification. In fact, many newly (or not-so-newly) appointed personnel, or struggling entrepreneurs, could benefit from part or all this qualification.

### **Duration**

12 MONTHS

**BUSINESS PRACTICE**

## Level 1

<b>US</b>	<b>Name of Unit Standard</b>
14444	Demonstrate an understanding of a general business plan and adapt it to a selected business idea
13999	Demonstrate an understanding of basic accounting practices
10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities
13994	Identify and discuss different types of business and their legal implications
10007	Identify, analyse and select business opportunities
117867	Managing files in a Graphical User Interface (GUI) environment
119640	Read/view and respond to a range of text types
117902	Use generic functions in a Graphical User Interface (GUI)-environment
10009	Demonstrate the ability to start and run a business and adapt to a changing business environment
12537	Identify personal values and ethics in the workplace
116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations
256154	Interpret and implement instructions
13176	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability
14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS



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**WE AIM TO BOOST YOUR COMPETITIVENESS IN THE MARKETPLACE AND OUTRANK YOUR COMPETITORS**

 **COMPANY PROFILE**

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**BUSINESS ADMINISTRATION LEVEL 3**  
SAQA ID: 67465 [SEE MORE](#)



**BUSINESS ADMINISTRATION LEVEL 4**  
SAQA ID: 61595 [SEE MORE](#)

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